

JOB DESCRIPTION

Job Title	SOCIAL IMPACT MANAGER
Current Job Grade	TBA
Department	SOCIAL IMPACT
Section / Unit	BUSINESS DEVELOPMENT
Location/Work Station	HEAD OFFICE - NAIROBI
Reporting Relationships	
Reports to	Chief Business Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for driving and implementing EPA's social impact strategies in line with the organizational mission and vision to enhance business objectives.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Contribute to the development of social impact strategy for Ed Partners Africa b) Be a contributing member of the core team to drive the business to success. c) Supervise social impact staff within the unit 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> d) Day-to-day execution of EPA's social impact strategy e) Conduct research involving internal and external stakeholders and customers f) Develop beyond-loans program for school directors and schedule webinars and workshops for school directors g) Develop and implement theory of change for the company. h) Champion social impact data collection, generate social impact reports and capture stories of impact i) Draft outcome evaluations, reports, other publications and presentations to share insights from social impact j) Identify, evaluate and source for partnerships with other stakeholders with an objective to improve learning outcomes in affordable private schools. k) Owns relationships with our social impact partners (internally and externally) to drive maximum value and impact from those relationships 	

- l) Develop proposals for funding for the beyond-loans program
- m) Implement social impact model in all branches
- n) Develop and execute 'beyond loans' solutions to build capacity among the private schools' owners and management
- o) Manage and mitigate risks related to social impact programs
- p) Liaise with marketing to communicate Ed Partners impact to the stakeholders and the public
- q) Champion social impact to all staff through training, regular communication to drive sense of purpose and alignment with the social mission
- r) Performs other duties as assigned.

Job Dimensions:

Role makes:

- Managerial decisions – on day-to-day planning and use of resources
- Analytical decisions – reviewing and interpreting data and information and options to inform decision-making and the execution of responsibilities
- Operational decisions – for day-to-day work tasks

IV. Working Conditions

Environment/work surroundings - Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards – Describe the nature of possible physical injury, illness, personal risk or reputational risk which the jobholder is exposed to while carrying out the job. State the frequency and probability of exposure.

No.	Hazard/Risk	Frequency

Job Competencies (Skills Job Knowledge, Experience and Attributes).

Academic qualifications

Degree in Sales, Marketing or other business-related field from an institution recognized in Kenya

Professional Qualifications (Special training or Membership to professional bodies).

N/A

Previous relevant work experience required.

At least 5 years of social impact management or related experience in Retail/SME credit management with at least 2 years in a managerial role.

Functional Skills, Behavioural Competencies/Attributes:Functional Competencies:

- An understanding and application of commercial and financial principles to social impact.
- Excellent analytical, critical thinking and problem-solving skills.
- Excellent communication and networking skills to effectively communicate with and with internal and external stakeholders who influence social impact.
- Ability to help develop and deliver relevant training programs to both staff and customers
- Shows awareness of goals and quality standards. Follows through to ensure that quality and productivity standards are met.
- Good presentation, influencing and negotiation skills.
- Excellent team leadership skills
- Working knowledge of social media management.
- Good computer literacy.

Behavioral competencies:

- Passion for the success of schools and pupils
- Excellent verbal and written communication skills.
- Planning & organizing skills for effective time utilization in achieving the objectives of the position.
- Demonstrate excellent interpersonal skills
- High standards of ethics at personal and professional level
- Highly professional in team management and working with other stakeholders
- Self-motivated, keen to take initiative, a love to learn new things, and to take on challenges
- Ability to work with minimal supervision.
- Willingness and ability to travel to target areas.
- Ability to work under pressure

Approvals:

	Name	Signature	Date
Jobholder	_____	_____	_____
HoD	_____	_____	_____
HR/CEO	_____	_____	_____